

P.L. S. Association
of B.C.

Recd 15 January 1905
of the Secretary of the
Land Surveyors of British Columbia

Acknowledged
7 Jan 1905



ASSOCIATION OF

Ontario Land Surveyors

BY-LAWS AND RULES.

As Revised, 1899.



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REFERENCE

BY-LAWS OF THE Association of Ontario Land Surveyors

AS REVISED 1899

(To take the place of all previous By-laws passed by the Association.)

Definitions in the following By-laws as defined by Definitions
the "Ontario Land Surveyors' Act."

The word "Association" means The Association of Ontario Land
Surveyors.

"	" Council "	"	The Council of Management.
"	" Board "	"	The Board of Examiners.
"	" Chairman "	"	The Chairman of Council.
"	" Secretary "	"	The Secretary-Treasurer.

PREAMBLE.

The following By-laws are enacted under the powers Authority for
granted by the Act respecting Land Surveyors "—Cap.
180, R. S. O., 1897.

THE ASSOCIATION.

1. The Annual General Meeting of the Association Annual Meet-
shall be held (as provided by the said Act) in the City of ing of Associa-
Toronto, on the fourth Tuesday in February in each tion.
year, at such place as may be selected by the Council.

2. Special meetings of the Association may be called Special Meet-
by the President, or shall be called by him at the written ings.
request of ten or more members.

3. Due notice of such meetings shall be given by Notice to be
the Secretary to each member of the Association by cir- given by Sec-
cular letter posted to his registered address at least 10 retary.
days before any such meeting.

4. Fifteen members shall form a quorum at any Constitution of
meeting of the Association for the transaction of busi- quorum.
ness.

THE COUNCIL.

5. In addition to the duties assigned to the Council Duties of
by the said Act, it shall have the direction and manage- Council.
ment of all the affairs of the Association, and shall ap-
point the several Standing Committees and name the
Chairman of each.

Regular Meetings of Council.

6. There shall be two regular meetings of the Council in each year, one to be held during the annual meeting of the Association, and one on the third Tuesday in April.

Special Meetings of Council.

7. Special meetings may be called by the President or Chairman.

Notice to be given by Secretary.

8. Due notice of every such meeting shall be given by the Secretary to each member of the Council.

Constitution of quorum.

9. At any meeting of the Council when business relating to the property or to the financial affairs of the Association is transacted, five members shall form a quorum; for the transaction of any other business three shall form a quorum.

Annual Report of Council.

10. The Council shall make a report of the affairs of the Association at the Annual Meeting, which report shall include the report of the Secretary and also of the Board of Examiners.

Board of Examiners to report to Council.

11. The Board of Examiners shall make a report to the Council at the Annual Meeting of the Association in each year.

STANDING COMMITTEES.

Standing Committees.

12. The Standing Committees shall be as follows: Each shall be composed of not less than 5 and not more than 9 members.

Committee on Land Surveying.

" Drainage.

" Engineering.

" Topographical Survey.

" Entertainment.

" Publication.

Duty of Standing Committees

13. Each Standing Committee appointed by the Council shall endeavor to advance the interests of the Association in that branch allotted to it.

Provision for Meetings.

Meetings of any Standing Committee shall be held at the call of the Chairman, three members to form a quorum.

Standing Committees to report to Association.

Each Standing Committee shall present to the Association, or to the Council, an Annual Report on the work done by said Committee.

ORDER OF BUSINESS AT MEETINGS OF ASSOCIATION.

Order of Business.

14. The following shall be the order of business at the meetings of the Association:—

1. Reading of minutes of previous meeting.
2. Reading of correspondence.
3. Reports and papers.
4. Unfinished business.
5. New business.
6. Nomination of officers (if at the General Annual Meeting).
7. Adjournment.

RULES.

15. All motions must be in writing, and shall contain the names of the mover and seconder, and must be read from the Chair before being discussed. Procedure.
16. Reports of Committees must be in writing and signed by the Chairman thereof. Reports of Committees.
17. No member shall speak on any subject more than once, except the introducer of the subject, who shall be entitled to reply; every member, however, shall have the right to explain himself subject to the discretion of the Chairman. Rules of speech.
18. When a motion has been finally put to the meeting by the Chairman, all discussion thereon shall be closed. Discussion Closed.
19. Any motion may be re-opened by a majority vote of those present. Majority vote may re-open any motion.
20. The Chairman of the meeting shall appoint two scrutineers when a ballot is taken, as defined in sec. 22 hereof. Appointment of Scrutineers.
21. Every member while speaking shall address the Chairman. Speakers to Address the Chair.
22. All voting at any General or Annual Meeting shall be by standing vote, unless a ballot be demanded by at least two members. Voting at General or Annual Meetings.
23. Parliamentary rules to govern in all cases not provided for in preceding sections. Parliamentary rules to govern.

DUTIES OF OFFICERS.

24. The President, or in his absence the Vice-President, shall preside at all meetings of the Association; in the absence of both, the meeting shall appoint a Chairman. Presiding officer at Association meetings.

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Presiding
officer at Coun-
cil Meetings.

25. The Chairman shall preside at all meetings of the Council; in his absence the meeting shall appoint a presiding officer.

Duties of Secre-
tary-Treasurer.

26. In addition to the duties assigned to him by the said Act, the Secretary-Treasurer shall keep an accurate record of the proceedings at all meetings of both the Association and the Council in separate books, conduct all correspondence, announce all meetings, report the result of elections to the Commissioner of Crown Lands, the officers of the Association and the candidates for election, receive all fees and subscriptions and other moneys. He shall, under the direction of the Council, deposit all moneys in such bank or other financial institution as it may select. He shall pay no bills unless sanctioned by the Council and signed by the Chairman. All payments of \$10.00 and upwards to be made by cheque drawn by the Secretary and countersigned by the President, or in his absence by the Chairman of the Council. He shall submit an account of all moneys received and paid by him under the said Act and these By-laws to the Council at the Annual General Meeting of the Association, and shall perform such other duties as may from time to time be assigned by the Council or the Association.

The Sec-Treas.
to give bond.
Where they
shall be deposit-
ed.

27. The Secretary-Treasurer shall give a bond in the usual form to the amount of \$1,000, such bond to be in the custody of the President, and deposited in the bank where the funds of the Association are kept.

EXAMINATIONS.

Examination of
candidates for
apprenticeship.

28. Candidates for admission to apprenticeship are to be examined as follows, in the subjects prescribed in Rev. Stat. Ont., c. 180, s. 22; and no candidate shall be admitted unless he obtains at least the minimum marks set opposite each subject, and at least a total of 550.

SUBJECT.	Max. Marks.	Min. Marks.
1. Penmanship.....	50	30
2. (a) Orthography (including dictation)	50	40
(b) English Grammar	50	25
3. Arithmetic (Fractions, Decimals, Square Root)	100	60
4. Logarithms and Algebra (including Equations 1st degree)	100	60
5. Euclid (Books 1, 2, 3 and 4).....	100	60
6. Plane Trigonometry and Rules for Spherical..	100	50
7. Mensuration of Superficies.....	50	30
8. Linear Drawing (use of ruling pen and construc- tion of scales).....	50	25
9. Canadian and General Geography.....	50	25
10. Canadian History	50	25

29. Candidates for admission to practice are to be examined as follows in the subjects prescribed in Key, Stat. Ont., c. 180, s. 25; and no candidate will be admitted unless he obtains at least the minimum marks set opposite each subject, and at least a total of 1,000.

Examination of
candidates for
admission to
practice

SUBJECT.	Max. Marks.	Min. Marks.
1. Geometry, including the first 6 books of Euclid, excepting the last thirteen propositions of the fifth book	100	50
2. Algebra (simple and Quadratic Equations, Progressions and Exponents)	100	50
3. Trigonometry (Plane and Spherical)	100	60
4. Mensuration of superficies and laying out and dividing land	150	75
5. Descriptions by metes and bounds	100	75
6. Use and Adjustment of Instruments for surveying and levelling	100	70
7. Laying out of Curves	50	30
8. Practical Astronomy, including finding of Time, Latitude, Longitude, Azimuth, Variation of Compass, and drawing Meridian Lines	150	90
9. Survey Act	150	90
10. Mines Act, Registry Act, Municipal Act, (so far as they relate to surveys and drainage), Ditches and Water-courses Act	100	50
11. Levelling	50	35
12. Principles of Evidence and drawing up Affidavits	80	40
13. Taking of Field notes and preparing of Plans	100	60
14. Geology and Mineralogy, (rudiments of)	75	40
15. Elementary Botany and the Forest Flora of Canada	50	25

30. If a candidate for admission to practice obtains at least the total of 1,000 marks, but fails to obtain the minimum marks in, at least, two of the subjects, such candidate may at a subsequent examination be examined only in the two subjects in which he has failed.

31. The Board may make, from time to time, such regulations as it considers necessary for the proper carrying out of these examinations.

The Board to
regulate exam-
inations.

32. Any complaint against a member of the Association or against any unlicensed practitioner shall be filed with the Secretary, who shall immediately forward the same to the Chairman.

Complaints
against mem-
bers or any un-
licensed practi-
tioner to be filed
with Secretary.

If the matter complained of is of a serious and pressing nature, the Chairman may, at his discretion, call a special meeting of the Council for the purpose of hearing said complaint; if not so acted on, the complaint shall be heard at the next regular meeting of the Council.

The Chairman
may call a spec-
ial meeting.

Procedure
where the delin-
quent is a mem-
ber.

In the case of a member of the Association, the Council shall take action as defined in the said Act.

Procedure
where the delin-
quent is an un-
licensed practi-
tioner.

In the case of any unlicensed practitioner, the Council, if satisfied as to the justice of the charge, shall name a prosecutor and direct him as to his action in the conduct of the case, and shall allot such portion of the penalties, or authorize the payment of such fees as it may deem expedient.

The Council has
power to pass
By-laws.

33. The Council shall have power to pass any By-law which it deems expedient for the good of the Association, and such By-law shall have the same force until the next Annual Meeting, as if it had been passed by the Association. Such By-law must be reported to the Association at the next Annual Meeting, and the action taken thereon. All members of the Association shall be notified by the Secretary of the passing of such By-law by the Council.

34. Grants exemption from dues, under 55 V. c. 34, s. 10 (4), to Henry Strange, Milton C. Schofield, William Robinson, Joseph Kirk, Charles Fraser, Joseph M. O. Cromwell, H. O. Wood, F. H. Lynch-Staunton and E. C. Caddy.

35. The annual fees to this Association paid by candidates admitted to practice at the session of the Board in February in any year shall cover the annual dues for the remainder of the then current Association year, and for the Association year immediately following the same.

36. Grants exemption from dues under 55 V. c. 34, s. 10 (4), to Thomas Coltrin Keefer, Nathaniel Edward Low, Thomas Cheesman, James McCallum and Thomas W. Walsh.

37. Grants exemption from dues under 55 V. c. 34, s. 10 (4), to Royal Wilkinson Hermon.

38. Reduced the number of minimum marks in the subject of " Levelling." (Obsolute.)

39. " Whereas any registered surveyor desiring to give up practice can have his name removed from the registered list of practitioners, at any time, upon giving written notice of such desire, and whereas it is desirable

that such surveyors may contribute papers and secure the reports of the transactions of this Association and exchanges, therefore this Council hereby enacts that such surveyors shall have the aforesaid privileges upon the payment of an annual fee of two dollars, and their names shall be printed in the list of members in the annual report of the Association and properly marked."

40. Grants exemption from dues, under 55 V. c. 34, s. 10 (4), to Tom S. Rubidge and James A. Gibson.

41. Grants exemption from dues, under 55 V. c. 34, s. 10 (4), to Charles J. Wheelock, Thomas Weatherald, Michael Deane, John Smith Brown, and William Edward Yarnold.

42. Grants exemption from dues, under 55 V. c. 34, s. 10 (4), to Alexander Davidson.

43. Grants exemption from dues, under 55 V. c. 34, s. 10 (4), to Charles Unwin, Wm. R. Rombough and Henry Winter.

44. Changes the name of "Committee on Topographical Surveying" to "Committee on Topographical Survey."

45. Whereas any registered surveyor desiring to give up practice can have his name removed from the list of practitioners upon giving written notice of such desire, and whereas it is desirable that such surveyors may contribute papers and secure the reports of the transactions of this Association, therefore it is hereby enacted that such surveyors shall have the aforesaid privileges upon the payment of an annual fee of one dollar, and their names shall be printed in the list of members in the annual report of the Association and properly marked.

46. Grants exemption from dues, under 55 V. c. 34, s. 10 (4), to George Alexander Stewart.

RULES AND REGULATIONS

OF THE

Board of Examiners for Ontario Land Surveyors.

Adopted by the Board of Examiners.

1. The examination sittings shall commence each day at 9.30 a.m., continue until 12.30 p.m., recommence at 1.30 p.m., and continue until 4.30 p.m., day by day until completed, subject to the direction of the Board.

2. All the papers will be collected at the close of each sitting, and candidates will not be permitted to write on any question on such papers at any future sitting.

3. Any candidate obtaining assistance, during the hours of examination, by copying the papers of another candidate, or otherwise, will at once be dismissed, and any candidate who shall permit such copying or give such assistance, will be considered equally guilty and treated similarly.

4. The candidate shall sign each sheet and mark on the top the number thereof and of the subject or group of subjects. He shall mark in the margin the number opposite each question, and shall attach the several sheets, together with the examination paper, to the cover provided for that purpose.

5. The candidate shall not write on one line more than one step in geometrical or algebraic work. A single step may cover several lines, but two or more should in no instance be put on the same line. They should be written thus:

Because $A = B$

And $B = C$

Therefore $A = C$

6. No other person than the examiners, the secretary and the candidates shall be admitted into the examination room unless by permission of the Board.

7. No books or diagrams of any kind, except those allowed by the Board, shall be brought into the examination room.

RULES.

8. Candidates are to present themselves punctually at the hours appointed for the commencement of the examinations, and no candidates will be allowed to enter the examination room later than fifteen minutes after that time, nor will any candidate be permitted to leave the room during a sitting, but so soon as he has finished his papers he may hand them to the secretary, after which he will not be allowed to re-enter until the next sitting.

9. A candidate rejected by the Board shall not be entitled to a new examination before the next regular meeting of the Board.

10. Each candidate for "Admission to Practice" shall bring with him an instrument suitable for taking the necessary observations required in sec. (8), By-law 29, which he shall submit to the Board for their examination and approval, and he shall also submit a plan and field notes of a survey, both made by himself, which may be filed with his papers.

11. Each candidate for Admission to Apprenticeship shall bring with him a ruling pen and scale.